

Administrative Assistant / Receptionist

Jefferson County Emergency Communications is seeking a highly motivated and qualified individual for the Administrative Assistant position at the 9-1-1 center. The successful candidate will be working with the public, public safety agencies and communications staff. Excellent customer service skills are a must. Duties include administrative and executive assistant tasks that require proficiency with numerous software applications including the MS office suite. Must have expertise in record keeping, clerical, written, oral communication and customer service skills. The candidate will be required to perform multiple tasks, maintain confidentiality, and be flexible, accountable and reliable.

Applications and the job announcement can be obtained from the Jefferson County Commission online at <http://www.jeffersoncountywv.org/county-government/departments/job-postings> or the Emergency Communications Center at 304-728-2100.

Type: Full Time

Salary Range: \$15.19 - \$16.33/hr (Grade II Step A-C)

Open Until Friday, April 21, 2017